



Sample Collection Guide

Legal entity

Phoenix Pathology is trading name of 9 Harley Street Ltd.
Company number 06396281

Location and contact information

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Website: <https://www.phoenixpathology.co.uk>

Opening hours

Laboratory: Monday to Friday 08:00 -20:00

Sample collection (nursing department) :

Monday to Friday 08:00-20:00 (an appointment may be required)

Please email appointments@phoenixhospitalgroup.com

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Version	1.1	Author	Sam Jones
Date of Issue	03.02.2022	Authoriser	Michel Pelisser
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Introduction

This sample collection guide is a reference for clinicians and their patients who are collecting samples or preparing to collect samples which require special instruction.

The collection of appropriate and optimum samples is the responsibility of the clinician. Collection procedures involve consideration of various instructions, which include a range of information about the tests that are being requested.

This covers sample type, timing for sample collection, patient preparation and expectation, clinical information, correct containers, labelling and sample handling. Patient samples collected by the patient themselves need to be supported by appropriate instruction for collection, sample collection kits, with user friendly safety and labelling details.

This guide provides information sheets which can be copied and distributed to patients.

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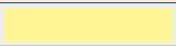
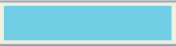









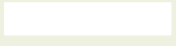
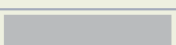
Collecting Blood Samples

- It is essential that phlebotomy follows the order of draw below to avoid additive contamination, haemolysis and inaccurate results. For example, you should always collect the serum (yellow top) before the EDTA (purple top).
- After collection, always ensure the tubes are gently mixed as per guide below. Failing to do so may result in samples being rejected.
- Once you collect samples, send them to the laboratory ideally within 6 hours. Several tests are time sensitive and samples may be rejected if they arrive late.
- Unless instructed otherwise, do NOT put samples in the fridge before sending to the laboratory as this may cause inaccurate results. For example, a yellow top if kept in the fridge before centrifugation will cause falsely elevated Potassium and the result will not be released.
- Please visit our website for our Laboratory guide and to know what tubes to collect www.phoenixpathology.co.uk for each test.

BD Vacutainer® Order of Draw for Multiple Tube Collections

Designed for Your Safety

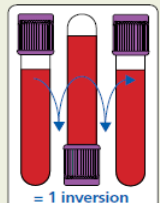
Reflects change in CLSI recommended Order of Draw (H3-A5, Vol 23, No 32, 8.10.2)

Closure Color	Collection Tube	Mix by Inverting
BD Vacutainer® Blood Collection Tubes (glass or plastic)		
	• Blood Cultures - SPS	8 to 10 times
	• Citrate Tube*	3 to 4 times
 or 	• BD Vacutainer® SST™ Gel Separator Tube	5 times
	• Serum Tube (glass or plastic)	5 times (plastic) none (glass)
	• BD Vacutainer® Rapid Serum Tube (RST)	5 to 6 times
 or 	• BD Vacutainer® PST™ Gel Separator Tube With Heparin	8 to 10 times
	• Heparin Tube	8 to 10 times
 or 	• EDTA Tube	8 to 10 times
	• BD Vacutainer® PPT™ Separator Tube K ₂ EDTA with Gel	8 to 10 times
	• Fluoride (glucose) Tube	8 to 10 times

Note: Always follow your facility's protocol for order of draw

Handle all biologic samples and blood collection "sharps" (barbells, needles, hair adaptors and blood collection sets) according to the policies and procedures of your facility. Obtain appropriate medical attention in the event of any exposure to biologic samples (for example, through a puncture injury) since they may transmit viral hepatitis, HIV (AIDS), or other infectious diseases. Utilize any built-in used needle protector if the blood collection device provides one. BD does not recommend reusing used needles, but the policies and procedures of your facility may differ and must always be followed. Discard any blood collection "sharps" in biohazard containers approved for their disposal.

BD Technical Services
1.800.631.0174
BD Customer Service
1.888.237.2762
www.bd.com/vacutainer



= 1 inversion

* When using a winged blood collection set for venipuncture and a coagulation (citrate) tube is the first specimen tube to be drawn, a discard tube should be drawn first. The discard tube must be used to fill the blood collection set tubing's "dead space" with blood but the discard tube does not need to be completely filled. This important step will ensure proper blood-to-additive ratio. The discard tube should be a nonadditive or coagulation tube.

1 Becton Drive
Franklin Lakes, NJ 07417

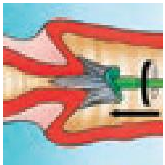
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Cervical Smear Test (for clinicians)



1. Record...

...the patient's full name and date of birth on the vial.
...the patient information and medical history on the cytology requisition form.



2. Obtain...

...an adequate sample from the cervix using a Cervex Brush (broom-like device). Insert the central bristles of the brush into the endocervical canal deep enough to allow the shorter bristles to fully contact the ectocervix. Push gently and rotate the brush in a clockwise direction five times.



3. Rinse...

...the Cervex Brush immediately into the PreservCyt Solution vial by pushing it into the bottom of the vial 10 times, forcing the bristles apart. As a final step, swirl the brush vigorously to further release material. Visually inspect the Cervex Brush to ensure that no material remains attached. Discard the brush.

Do not leave the head of the Cervex Brush in the vial. Check the vial is in date before use.



4. Tighten...

...the cap so that the black torque line on the cap passes the black torque line on the vial. Do not over-tighten.



5. Place...

...the vial and request form in a specimen bag for transportation to PHG.

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Drugs of Abuse (urine) Without Chain of Custody

A urine drugs of abuse screen is performed to detect and identify misused drugs.

Preparation

No special requirements.

Please note this test can not be used for legal purposes.

Appointments

Sample collection (nursing department) :

Monday to Friday 08:00-20:00 (an appointment may be required)

Please email appointments@phoenixhospitalgroup.com

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Patient Preparation (catecholamines)

As certain substances are known to affect catecholamine test results, please follow the below instructions.

For **3 days** prior to sample collection the following must be avoided:

Fruits	Banana, citrus fruit
Nuts & Seeds	All nuts
Medications	Alpha-methyl paratyrosin, L-dopa, methyl dopa, reserpine, tetracyclines, theophylline
Other	Alcohol, caffeine, chocolate, foods containing vanilla

For **14 days** prior to sample the following must be avoided:

Medications	Antihypertensive medication (excluding diuretics, calcium antagonists, ACE inhibitors, angiotensin-II antagonists)
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Always consult with your doctor before withholding regular medication.

Blood sample must be separated and frozen within 2 hours.

24 Hour Urine Test

To order acidified 24-hour urine containers please email info@phoenixpathology.co.uk

Please see 24 Hour Urine Collection instruction sheet.

Urine catecholamine testing requires an **acidified urine container**.

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Patient Preparation (metanephrines)

As certain substances are known to affect metanephrine test results, please follow the below instructions.

For **3 days** prior to sample collection the following must be avoided:

Fruits & Vegetables	Avocado, banana, kiwi fruit, plum, pineapple, tomato
Nuts & Seeds	All nuts
Medications	Antidepressants, fluorouracil, iodine, isoniazid, muscle relaxants, paracetamol, phenothiazines
Other	Caffeine, chocolate

Always consult with your doctor before withholding regular medication.

Blood sample must be separated and frozen within 2 hours. You will also be asked to lie down for 20-30 mins prior to test.

24 Hour Urine Test

To order acidified 24-hour urine containers please email info@phoenixpathology.co.uk

Please see 24 Hour Urine Collection instruction sheet.

Urine catecholamine testing requires an **acidified urine container**.

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Patient Preparation (serotonin)

As certain substances are known to affect serotonin test results, please follow the below instructions.

For **24 hours** prior to sample collection the following must be avoided:

Fruits & Vegetables	Avocado, banana, currants, gooseberries, melon, pineapple, plum, tomato
Nuts & Seeds	Walnuts
Medications	Guaifenesin, mephenesin, methocarbamol, paracetamol, salicylic acid

Always consult with your doctor before withholding regular medication.

Blood sample must be frozen within 2 hours.

24 Hour Urine Test

To order 24-hour urine containers please email info@phoenixpathology.co.uk

Please see 24 Hour Urine Collection instruction sheet.

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Patient Preparation (urinary 5-HIAA)

As certain substances are known to affect urinary 5-HIAA test results, please follow the below instructions.

For **48 hours** prior to sample collection the following must be avoided:

Fruits	Avocado, banana, citrus fruit, dried fruit, all fruit juice, gooseberries, grapefruit, kiwi fruit, melon, pineapple, plum, red currant, tomato
Vegetables	Aubergine
Nuts & Seeds	Walnuts
Medications	Acetaminophen, antidepressants, flououracil, iodine, isoniazid, MAO inhibitors, muscle relaxants, paracetamol, phenothiazine drugs, salicylate
Other	Alcohol, caffeine, chocolate

Always consult with your doctor before withholding regular medication.

24 Hour Urine Test

To order 24 hour urine containers please email info@phoenixpathology.co.uk

Please see 24 Hour Urine Collection instruction sheet.

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Patient Preparation (urinary oxalate)

As certain substances are known to affect urinary oxalate results, please follow the below instructions.

For 48 hours prior to sample collection the following must be avoided:

Fruits & Vegetables	Asparagus, cucumber, rhubarb, spinach, tomato
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Always consult with your doctor before withholding regular medication.

24 Hour Urine Test

To order 24-hour urine containers please email info@phoenixpathology.co.uk

Please see 24 Hour Urine Collection instruction sheet.

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Patient Preparation (urinary VMA)

As certain substances are known to affect urinary VMA results, please follow the below instructions.

For 2 days prior to sample collection the following must be avoided:

Fruit & Vegetables	Banana, citrus fruit
Nuts & Seeds	All nuts
Medications	Caffeine, foods containing

Always consult with your doctor before withholding regular medication.

24 Hour Urine Test

To order 24 hour urine containers please email info@phoenixpathology.co.uk

Please see 24 Hour Urine Collection instruction sheet.

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Glucose Challenge Test (1 hour)

This test is used to check glucose tolerance by measuring how quickly a dose of glucose is cleared from the blood.

This is a non-fasting test and can be completed any time.

Patient information

1. This is not a fasting test, you may eat and drink as normal.
2. On arrival to the clinic nursing staff will give you a glucose drink to be consumed over a maximum of 5 minutes.
3. You will be asked to rest in the waiting room for 1 hour.
4. Further food and drink should not be consumed until after the blood draw.
5. After 1 hour a blood sample will be collected.

Sample collection (nursing department) :

Monday to Friday 08:00-20:00 (an appointment may be required)

Please email appointments@phoenixhospitalgroup.com

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Glucose Tolerance Test (2 hour)

This test is used to check glucose tolerance by measuring how quickly a dose of glucose is cleared from the blood.

This is a fasting test and is usually completed in the morning.

Please refer to the Lab Guide for sample taking details and the Glucose Tolerance options available.

For appointments please contact: appointments@phoenixhospitalgroup.com

Patient information

1. Ensure you have had nothing to eat or drink (other than plain water) for at least 12 hours prior to your appointment time. Do not fast any longer than 15 hours.
2. Be aware that you will be asked to provide a urine sample at the beginning of the appointment.
3. After a fasting blood and urine sample is taken you will be given a glucose drink to consume within 5 minutes.
4. Further blood and urine sample will be collected 1 and 2 hours later. During the test you will have blood collected 3 times over 2 hours.
5. You will be asked to rest in the waiting room during the test. Smoking, eating and drinking must be avoided.

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Extended Testing

- 50g liquid glucose is consumed for the glucose challenge test/Mini-GTT.
- 75g liquid glucose is consumed for all other glucose tests.
- Each sample tube must be labelled with time of collection.
-

TEST	CODE	SAMPLE REQS	COLLECTION TIME (MINUTES POST-GLUCOSE)	TAT
Glucose Challenge Test/ Mini-GTT	RBGM	G	1 at 60 mins	1 day
Glucose Tolerance Test/ OGTT	GTT	3 x G 3 x RU	1 each at 0, 60 and 120 mins	1 day
Glucose Tolerance with Insulin	GTTI	3 x B 3 x G 3 x RU	1 each at 0, 60 and 120 mins	1 day
Glucose Tolerance with Growth Hormone	GTT+GHDF	3 x B ³⁵ 3 x G 3 x RU	1 each at 0, 60 and 120 mins	1 day
Glucose Tolerance	GTTS	2 x G 2 x RU	1 each at 0 and 120 mins	1 day

For appointments please contact: appointments@phoenixhospitalgroup.com

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Nasopharyngeal Swab Collection (for clinicians)

Instructions for collection by doctor.

Suitable for influenza, RSV, parainfluenza, pertussis and other respiratory viruses. Do not use this procedure for MRSA or other bacterial collections.

Patient information

1. Gently insert the thin plastic swab into a nostril until the posterior nares is reached.
2. The distance the swab is inserted is equal to the length of the patient's index finger. Mark this distance on swab prior to insertion.
3. Insert the swab directly back, not upward. The patient's head can be immobilised looking slightly upward (approximately 20 degrees).
4. Leave the swab in place for up to 10 seconds. The procedure may induce coughing and tearing.
5. If resistance is encountered during insertion of the swab, remove it and attempt insertion on the opposite nostril.
6. Remove swab slowly. Label swab with patient's full name, date of birth and date and time of collection.

To order swabs please email info@phoenixpathology.co.uk

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Sputum Sample Collection

Please follow these instructions carefully to ensure your test results are accurate and reliable.

To order universal specimen containers please email info@phoenixpathology.co.uk or call 0203 883 9501.

Patient information

1. Label specimen container with your name, date of birth, and date/time of collection.
2. Sputum should be produced from a deep cough from the base of the lungs. Sputum is usually of a thick consistency and white, yellow or green in colour. A sample of sputum is easier to produce first thing in the morning. Saliva is usually clear and colourless, and cannot be used for testing.
3. Cough deeply until sputum has loosened and spit directly into the jar.
4. Keep at room temperature.

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Stool Sample Collection

Please read through all instructions below before collecting your sample.

To order stool specimen containers please email info@phoenixpathology.co.uk

Patient information

1. Label the sample pot with your full name, date of birth and date/time of collection.
2. Pass urine into the toilet if needed, then pass stool into a clean container or receiver provided. Ensure that no urine or water comes into contact with the stool.
3. Using the scoop attached to the lid of the specimen pot, collect a small amount of faeces and place into the pot. Half full is sufficient.
4. Wipe clean the labelled sample pot and place in the protector and/or sample bag provided together with the request form.

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Stool Sample Collection (faecal occult blood)

This test is used to detect the presence of blood in your faeces, which is not always visible to the naked eye.

A sample is collected from 3 different stool samples on different days, using one container.

To order Faecal occult blood kits please email info@phoenixpathology.co.uk

Patient information

1. Pass urine in the toilet if necessary, and then collect faeces in clean toilet tissue or a container.
2. Unscrew the white cap of the collection vial.
3. Holding the cap, collect the stool sample by twisting the sampling stick in 5 or 6 locations in the faeces.
4. Remove excess sample from the sampler using toilet tissue.
Only the small slits at the head of the stick should contain the sample.
5. Put sampler in the vial containing the liquid and screw cap firmly back into place.
6. Shake the container vigorously to suspend the sample in the liquid.
7. Repeat all steps for second and third bowel movements.
8. When collections are completed, label the vial with your full name, date of birth, and date and time.
9. Place sample in protective pack and send to laboratory using pre-paid mailing envelope.

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Swab Sample Collection (vaginal & GBS)

Please follow these instructions carefully to ensure your test results are accurate and reliable.

To order Group B strep., PCR or culture swabs kits please email info@phoenixpathology.co.uk

If you would prefer not to collect your own swab, you may attend our walk-in clinic with your referral letter:

Patient information

1. Open the swab packaging. Remove the applicator from the transport tube, holding the coloured cap only. Do not touch the swab or tip.
2. Insert the cotton tip 2cm (about the length of 1 finger joint) into the vagina.
3. Turn the swab once. Leave the swab in the vagina for about 10 seconds.
4. Withdraw the swab, place in transport tube and ensure the cap is firmly closed. Take care not to touch the swab.
5. Label transport tube with your full name, date of birth, swab location (i.e. vaginal swab) and date/time of sample collection.
6. Note: If collecting samples for a group B strep (GBS) test, a rectal swab is also required. Insert a second swab 1-2cm into the anus, rotate, then remove and place inside tube. Ensure the tube is labelled with details as above, including swab site (i.e. rectal).
7. Place into the specimen bag provided and send to laboratory using pre-paid mailing envelope.

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Swab Sample Collection (male urethral)

Please follow these instructions carefully to ensure your test results are accurate and reliable.

To order male culture or PCR swabs please email info@phoenixpathology.co.uk

If you would prefer not to collect your own swab, you may attend our walk-in clinic with your referral letter:

Patient information

1. Do not pass urine for 1 hour prior to sampling.
2. Open the swab packaging. Remove the applicator from the transport tube, holding the coloured cap only. Do not touch the swab or tip.
3. Retract the foreskin if required, and wipe away any pus or discharge if present.
4. Insert the cotton tip 1cm into the urethra. Gently rotate the swab 3 times (this should take about 2 seconds), ensuring good contact with the surface of the urethra.
5. Withdraw the swab, place in transport tube without touching applicator and ensure the cap is firmly closed.
6. Label transport tube with your full name, date of birth, swab location (i.e. urethral swab) and date/time of sample collection.
7. Place into the specimen bag provided and send to laboratory using pre-paid mailing envelope.

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Synacthen Stimulation Test

This test is completed in the morning, ideally around 9am when the cortisol level peaks.

For appointments please contact: appointments@phoenixhospitalgroup.com

Patient information

1. The following medications should be avoided before the test:

6 weeks	Hormone replacement therapy, contraceptive pill
12 hours	Glucocorticoids

Please consult your doctor before withholding regular medication.

2. You will be asked to rest flat in the sample collection for approximately 30 minutes prior to the procedure.
3. A baseline blood sample is then collected by the phlebotomist.
4. The doctor will administer synacthen by intramuscular injection (usually in the arm).
5. Further blood samples are then collected 30 and 60 minutes later.
6. Please allow at least 1.5 hours for the appointment.

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Urine Sample Collection (children)

The U-Bag® system is available to collect urine samples from young children who are not yet toilet trained.

To order Paediatric U-Bags and urine collection kits please email info@phoenixpathology.co.uk

Patient Information

1. Wash skin around the genitalia and dry thoroughly. The skin should be free of powder or lotions.
2. Lay the child flat on a bed or cot and spread legs widely.
3. Remove adhesive covering from bag, apply adhesive to skin from the base and work upwards, ensuring good skin contact. The bag should fully cover the penis or labia (skin folds). The sealed area must not extend over the anus.
4. The adhesive is hypo-allergenic and shaped to prevent chafing.
5. Once applied examine the bag every 15 minutes and remove when sufficient sample has been collected, and before the bag becomes overly full.
Dry the genital area.
6. Pull off the blue plastic tag and transfer urine to a sterile specimen container. Label specimen with patient's name, date of birth, date and time of sample collection.
7. Place into the specimen bag provided and send to laboratory using pre-paid mailing envelope.

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Urine Sample Collection (cytology)

This test involves the examination of either a single urine specimen OR 3 urine specimens obtained on 3 separate days.

To order urine cytology pots (blue lid) please email info@phoenixpathology.co.uk

Patient information

1. Label sample jars with your full name, date of birth, and date/time of each collection.
2. Do not collect the first urine of the day.
3. Collect next urine from the beginning of flow ('first catch') in the container provided. A minimum of 30 mL is required.
4. Secure lid firmly.
5. Place into the specimen bag provided and send to laboratory using pre-paid mailing envelope.

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Urine Sample Collection (first catch urine)

Please follow these instructions carefully to ensure your test results are accurate and reliable.

To order first catch urine kits please email info@phoenixpathology.co.uk

Patient information

1. Label sample jar with your full name, date of birth, and date/time of each collection.
2. Ensure you have not urinated for at least 1 hour prior to collection.
3. Collect from the beginning of flow ('first catch') urine and fill the container at least one third full.
4. Place into the specimen bag provided and send to laboratory using pre-paid mailing envelope.

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Urine Sample Collection (female mid-stream urine)

Please follow these instructions carefully to ensure your test results are accurate and reliable.

To order urine collection kits please email info@phoenixpathology.co.uk

Patient Information

1. Label sample jar with your full name, date of birth, and date/time of each collection.
2. Wash your hands, remove lid of jar and place within easy reach. Do not touch the opening or inside of the pot or the sample will become contaminated.
3. Separate labia (the skin surrounding the urethra) and with other hand, wipe the vulval area from front to back using cotton wool or toilet tissue moistened with water.
4. Pass urine into the toilet as normal for about 2-3 seconds, and then introduce the jar to the stream. The opening of the jar must not touch your skin.
5. Once the jar is half full pass into the toilet as normal.
6. Dry jar if necessary and close lid tightly.
7. Place into the specimen bag provided and send to laboratory using pre-paid mailing envelope.

Name	Sample Collection Guide		
Q Pulse ID	LAB-EXT-2	Copy Location	See Q-pulse
Version	1.1	Author	Sam Jones
Date of Issue	03.02.2022	Authoriser	Michel Pelisser
Date of Review	See Q-Pulse	Page	Page 26 of 30

Urine Sample Collection (male mid-stream urine)

Please follow these instructions carefully to ensure your test results are accurate and reliable.

To order urine collection kits please email info@phoenixpathology.co.uk

Patient Information

1. Label sample jar with your full name, date of birth, and date/time of each collection.
2. Wash your hands, remove lid of jar and place within easy reach. Do not touch the opening or inside of the pot or the sample will become contaminated.
3. Retract foreskin if required, wipe the tip of the penis with toilet tissue moistened with water.
4. Pass urine into the toilet as normal for about 2-3 seconds, and then introduce the jar to the stream. The opening of the jar must not touch your skin.
5. Once the jar is half full pass into the toilet as normal.
6. Dry jar if necessary and close lid tightly.
7. Place into the specimen bag provided and send to laboratory using pre-paid mailing envelope.

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Q Pulse ID	LAB-EXT-2	Copy Location	See Q-pulse
Version	1.1	Author	Sam Jones
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24 Hour Urine Collection

Some tests are carried out on a urine sample collected over 24 hours in order to detect various substances.

To order 24 hour urine containers please email info@phoenixpathology.co.uk

Patient information

1. Choose a start/finish time for the 24 hour collection (e.g. 8am to 8am the following day).
2. At the start time pass urine as normal into the toilet. Do not collect initial urine sample.
3. After the start time, all urine passed during the 24 hours should be collected in a clean container or jug, and transferred to the urine container provided.
4. If using a container with acid, do not discard the fluid. Avoid contact with skin and eyes.
5. Keep the urine container upright and store in a cool place.
6. Collect a final urine sample 24 hours after the start time to complete the collection.
7. Ensure container is labelled with name, date of birth, gender, sample volume, and date and time collection completed.
8. Submit sample to the laboratory along with the test request form.

Name	Sample Collection Guide		
Q Pulse ID	LAB-EXT-2	Copy Location	See Q-pulse
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24 Hour Urine Collection (creatinine clearance)

This test requires a blood sample to be collected within 48 hours of the urine sample.

It is preferable to have the blood test when delivering the urine specimen (on the day the collection is completed).

To order non-acid 24 hour urine containers please email info@phoenixpathology.co.uk

Patient information

1. Choose a start/finish time for the 24 hour collection (e.g. 8am to 8am the following day).
2. At the start time pass urine as normal in the toilet. Do not collect initial urine sample.
3. After the start time, all urine passed during the 24 hours should be collected in a clean container or jug and transferred to the urine container provided.
4. Keep the container upright and store in a cool place.
5. Collect final sample 24 hours after the start time to complete the collection.
6. Ensure container is labelled with name, date of birth, gender, sample volume, and date and time collection completed.
7. Submit sample to the laboratory along with the test request form.

Name	Sample Collection Guide		
Q Pulse ID	LAB-EXT-2	Copy Location	See Q-pulse
Version	1.1	Author	Sam Jones
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24 Hour Urine Collection (prostaglandin)

As certain substances are known to affect prostaglandin test results, please follow the below instructions.

For 3 days prior to sample collection the following must be avoided:

Medications	Aspirin, Indomethacin, Anti-inflammatories
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Always consult with your doctor before withholding regular medication.

24 Hour Urine Test

To order 24 hour urine containers please email info@phoenixpathology.co.uk

Please see 24 Hour Urine Collection instruction sheet.

Name	Sample Collection Guide		
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Version	1.1	Author	Sam Jones
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